

# WELCOME ABOARD!

**“Support Our Marines. Be Part of the  
Team”**



# Introduction

Why you are here today

- ✓ Enter you on duty
- ✓ Administer OATH OF OFFICE
- ✓ Provide you important information to get you started in your new position



# Introduction

## **Welcome to the Marine Corps Air Ground Combat Center at Twentynine Palms, California.**

**The United States Marine Corps has a civilian workforce totaling more than 30,000 employees. Some of our jobs are unique, but the majority of our positions are similar to those in other larger organizations. Our work environment, however, is unique. As a Civilian Marine, you work side by side with the very best. As you move up in your career, you can expect to be entrusted with unparalleled responsibility, including the opportunity to supervise uniformed personnel. Our goal is to be the employer of choice for civilians seeking challenging and rewarding careers.**

**OUR WEBSITE ADDRESS IS: [WWW.29PALMS.USMC.MIL/BAS](http://WWW.29PALMS.USMC.MIL/BAS)**





# USMC RANK STRUCTURE

## Officer



WARRANT  
OFFICER  
(W-1)



CHIEF  
WARRANT  
OFFICER 2  
(CW02)



CHIEF  
WARRANT  
OFFICER 3  
(CW03)



CHIEF  
WARRANT  
OFFICER 4  
(CW04)



CHIEF  
WARRANT  
OFFICER 5  
(CW05)



2NDLT  
(O-1)



1STLT  
(O-2)



CAPTAIN  
(O-3)



MAJOR  
(O-4)



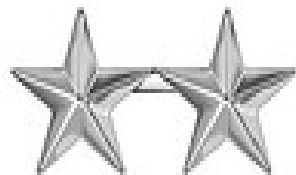
LIEUTENANT  
COLONEL  
(O-5)



COLONEL  
(O-6)



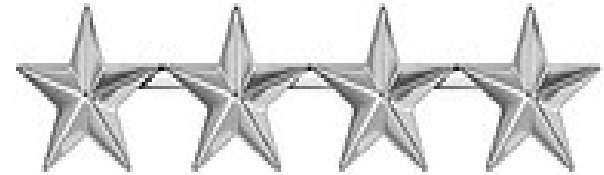
BRIGADIER  
GENERAL  
(O-7)



MAJOR  
GENERAL  
(O-8)



LIEUTENANT  
GENERAL  
(O-9)



GENERAL  
(O-10)





# USMC RANK STRUCTURE

## ENLISTED



PRIVATE  
(E-1)



PRIVATE  
FIRST  
CLASS  
(E-2)



LANCE  
CORPORAL  
(E-3)



CORPORAL  
(E-4)



SERGEANT  
(E-5)



STAFF  
SERGEANT  
(E-6)



GUNNERY  
SERGEANT  
(E-7)



MASTER  
SERGEANT  
(E-8)



FIRST  
SERGEANT  
(E-8)



MASTER  
GUNNERY  
SERGEANT  
(E-9)



SERGEANT  
MAJOR  
(E-9)



SERGEANT  
MAJOR  
OF THE  
MARINE  
CORPS  
(E-9)





# Transportation Incentive Program

❑ Enterprise: 1-800-VAN-4-WORK

Website: <http://www.vanpool.com>

❑ VPSI 1800-VAN-RIDE

Website: [www.VANRIDE.com](http://www.VANRIDE.com)

Point of Contact: G4, Aisha Pacheco - 760-830-7634



# Civilian Fitness Program

- ❑ CCO 12000.8
- ❑ Consult with your physician before beginning any exercise program is mandatory
- ❑ Granted up to 3 hours per week. This time includes workout, shower, grooming, and return to the worksite.
- ❑ Application has to be submitted to HR training specialist. If you start the Civilian Fitness Program without turning in a application Payroll will use your Annual Leave time.
- ❑ If you are injured while participating in this fitness program, you may or may not be covered under Federal Employment Compensation Act.
- ❑ Point of Contact: Sherri Hutton – 760-830-7704



# **ETHICAL CONDUCT STANDARDS**

**Public service is a public trust.**

**Shall not hold financial interests that conflict.**

**Shall not engage in financial transactions to further any private interest.**

**Shall not accept gifts.**

**Shall put forth honest effort.**

**Shall make no unauthorized promises.**

**Shall not use public office for gain.**

**Shall act impartially.**

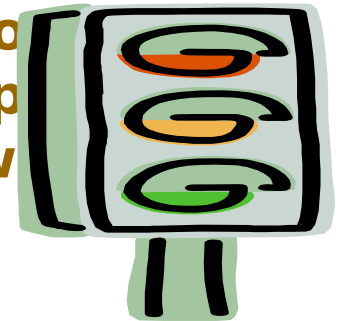
**• Shall not engage in outside employment that conflict.**

**• Shall disclose waste, fraud, and abuse.**

**• Shall satisfy obligations as citizens in good faith.**

**• Adhere to all laws that provide equal opportunity for all.**

**• Shall endeavor to take actions that do not violate the law and standards.**



**Complete Standards of Conduct for Department of Defense Personnel form**





# EQUAL EMPLOYMENT OPPORTUNITY

To provide equality of opportunity and treatment of all personnel regardless of race, color, religion, national origin, sex, age, or non-disqualifying disability.

Enables personnel to seek and achieve their highest potential and utilize their respective capabilities in reaching maximum career development.

EEO incidents must be reported within 45 days

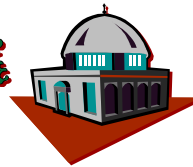


**POC: Angie Cheek 830-7370**

# Discrimination Factors



**Race / Color**



**Religion**

**40+**  
**Age**



**Sex / Sexual  
Harassment**



**National  
Origin**



**Disability**



**Reprisals**



# Securit

## → *Base Driving Privileges*

**Admission to the Facility - Right to Deny Access**

**Authority of Military Police - Comply with Lawful  
order or Direction**

**Traffic Regulations - Accept Restriction and  
Regulations**

**Motor Vehicle Registration - Obtaining a  
Vehicle Decal**

**• Military or civilian DoD Identification  
Card**

- Drivers License**
- Vehicle Registration**
- Proof of Insurance**
- State Safety Inspection Sticker**



# **FACILITIES**

**The following facilities are available for use by Civilian employees:**

**ATHLETIC FIELDS**

**ARTS & CRAFTS**

**SKEET/ARCHERY RANGE**

**GYMNASIUMS**

**WOOD HOBBY SHOP**

**STABLES (BOARDING ONLY)**

**YOUTH ACTIVITIES CENTER**

**FAST FOOD ESTABLISHMENTS**

**INFORMATION, TOURS & TRAVEL (ITT)**

**LIBRARY**

**BOWLING CENTER**

**FITNESS CENTER**

**SWIMMING POOLS**

**THEATER**

**7-DAY STORE**

**CLUBS**

**GOLF COURSE**

**AUTO HOBBY SHOP**

**NOTE: CURRENT FEES AND CHARGES ARE POSTED AT FACILITIES.**

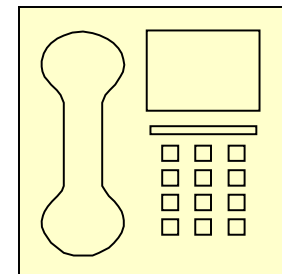
**CIVILIAN EMPLOYEES FEES AND CHARGES MAY BE SLIGHTLY HIGHER THAN MILITARY FEES AND CHARGES.**

**NOT AVAILABLE TO THOSE WITHOUT A MILITARY ID CARD:**

**GAS STATION, COMMISSARY, AND EXCHANGE/PX.**



# IMPORTANT NUMBERS



## - HRO TECHNICIANS

Carrie: 830-7696

Carina: 830-4533

Sherri: 830-7704

- PAYROLL 830-5150 / HOSPITAL PAYROLL 830-2643  
- DEERS 830-5365

- BENEFITS LINE 888-320-2917 OPTION 4 FOR A CUSTOMER  
SERVICE REP

Go to **WWW.29PALMS.USMC.MIL/BASE/HRO** to obtain forms  
or general employee information





# **TYPE OF APPOINTMENTS**

- ♦ **Career-Conditional** - Permanent 3 years or less civil service time
  - ♦ **Career** - Permanent 3 years or more civil service time
  - ♦ **Term**
  - ♦ **Temporary**
  - ♦ **Excepted- VRA and Person with Disability appointments**
- 
- ♦ **Full-Time, Part-Time, Rotating Shifts**
  - ♦ **Probationary Period** - all new to civil service 1 year



# Within-Grade Increases

**GS positions  
waiting**

**period is:**

52 weeks between  
steps 2, 3, & 4;

104 weeks between  
steps 5, 6 & 7;

156 weeks between  
steps 8, 9, & 10.

**Wage Grade waiting period is:**

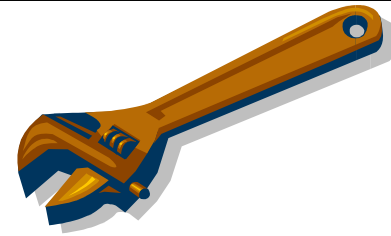
26 weeks to reach step 2;

78 weeks to reach step 3;

104 weeks to reach step 4 & 5.

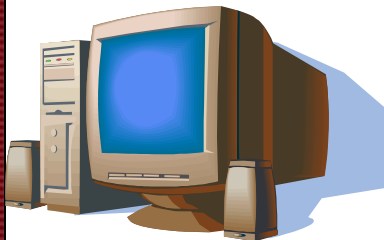
***Both GS and WG -  
Performance must be  
satisfactory for within  
grade increases!***





# **POSITION DESCRIPTIONS**

- ◆ **You should get a copy of your position description.**
- ◆ **Supervisors have full authority to assign duties.**
- ◆ **PD's should be kept up-to-date.**



# **LEAVE AND EARNINGS** **STATEMENT**

**[www.mypay.gov](http://www.mypay.gov)**

**General Pay Data  
Current Earnings  
Deductions  
Leave Balance  
Remarks**

It is the **EMPLOYEE'S RESPONSIBILITY** to review the information presented on each LES for correctness, to notify payroll office of errors, and retain the LES for record purposes.



# LEAVE



## **ANNUAL LEAVE:**

Up to 3 years - (4 hrs-pay period)

3 – 15 years - (6 hrs-pay period)

Over 15 years - (8 hrs pay period)

Based on 40 hour work weeks. (Firefighters and employees who are not fulltime accrue differently) **Maximum carry over is 240 hours.**  
Obtain leave requests (SF-71) forms from supervisor.

## **SICK LEAVE:**

4 hours per pay period (based on 40 hour work week).

Can be used for illness, pregnancy, doctor/dental/eye appointments.

There is no limit on amount that can be accumulated/carried over.  
Non-emergency medical appointments must be scheduled in advance and scheduled early/late in the day if possible.

**RETIRED MILITARY:** Your military campaign time may count towards accruing annual leave. SF-813

### **PRIOR ACTIVE DUTY**

**MILITARY(NOT RETIRED):** Your campaign and/or service time will count toward accruing annual leave. RI 20-97





# **VERIFICATION OF EMPLOYMENT CAN BE OBTAINED FROM:**

**Employment verification: Have the company fax the request with your signature to below fax number or visit the website at [www.theworknumber.com](http://www.theworknumber.com). The company code for DoD is 10365, provide SSN and pin (birthday mm/dd).**

**Human Resources Office - Fax # : 830-7697**



# **DRUG-FREE WORKPLACE** **PROGRAM**

## **All employees :**

Condition of employment is to refrain from using illegal drugs on or off duty. There may be reasonable suspicion testing for any employee.

Read drug free memorandum

## **Test Designated Positions (TDP):**

Employees in a designated testing positions are subject to random drug testing on a recurring basis.

TDP positions complete drug testing form



# **WORKER'S COMPENSATION**

What should an employee do when injured at work? Every job related injury, regardless of how minor, should be reported as soon as possible to your supervisor.

File Written Notice – Form CA-1 or CA-2 which you may obtain from your supervisor or the Human Resources Office. Submit form ASAP.



**POC: Bev Steffins 830-4723**

# Report to your Supervisor for information on:

*Work schedule*

*Recording your attendance*

*Lunch Breaks*

*Grooming and dress standards*

*Timesheet(To your Supervisor)*



## Recognized Government Holidays:

*New Year's Day, Martin Luther King's,  
Presidents' Day, Memorial Day,  
Independence Day, Labor Day, Columbus Day,  
Veterans Day, Thanksgiving Day, Christmas Day*



# CAC Card Requirements

- Contact the CDET Helpdesk at 888-435-8762 and provide the required information
- Employee may be required to have a GS-13/14 or equivalent send an ENCRYPTED email to: CDET.Student\_Support@usmc.mil with the following information:
  - First name, middle initial and last name
  - Full SSN
  - Birth Date - (MM/DD/YYYY)
  - Valid email address
  - Complete mailing address (include city, state, zip)
  - Work phone number
  - Home phone number
- Complete the online training at <https://www.marinenet.usmc.mil/marinenet/> after creating a username/password. The required CYBERC Curriculum is:
  - LTKS01 - Lethal Keystrokes
  - DODIA1000 - DOD Information Assurance Awareness
  - PII0090000 - Identifiable Information (PII) Annual Training
- Print the unofficial transcripts only showing training has been passed.
- Complete DD Form 2875
- Return form and transcripts to G6





# Benefits

## Employee Benefits Information System (EBIS)

**Benefits Line: 1-888-320-2917 - option**  
**4** <http://www.public.navy.mil/donhr>

**As a new employee** you will need to set-up an account and make elections within prescribed timeframes regarding your:

**Health Insurance - 60 days from EOD (EBIS)**

**Life Insurance - Everyone has basic (EBIS)**

**Optional Life Insurance - 60 days from EOD (EBIS)**

**Thrift Savings Plan - Anytime (EBIS)**

**Dental / Vision - 60 days from EOD  
(Benefeds.com)**

**CLICK ON TRANSACTIONS TAB TO MAKE CHANGES**  
**Long Term Care Insurance - 60 days from EOD**

**Flexible Spending Account - 60 days from EOD**

**Beneficiaries - Anytime**

# FEHB

## EBIS (Employee Benefit Information System)

**<http://www.public.navy.mil/donhr>**

**or 1-888-320-2917 - option 4**

You can select from nationwide fee-for-service plans and participating HMOs for your geographic area.

### **COVERAGE IS NOT AUTOMATIC**

**You must elect to enroll in health insurance within 60 days of your entry on duty or you will not have coverage.**

**MCCS TRANSFERS: Your coverage does not roll over!**

**Compare plans at: [www.opm.gov/insure](http://www.opm.gov/insure)**

You have the opportunity to enroll or change your enrollment during the "Open Season."

**Adult children are covered until age 26 if unmarried.**

Insurance may be carried into retirement if held for 5 years prior to retirement (does not have to be the same plan)



# **Health Insurance Premium Conversion**

Premium Conversion is a “pre-tax” arrangement under which the part of your salary that goes for health insurance premiums will be non-taxable.

You

will automatically participate in health insurance premium conversion if you elect to enroll in the Federal Employees Health Benefits program. If you

do not want to participate in premium conversion.....

**YOU MUST WAIVE PARTICIPATION  
WITHIN 60 DAYS OF YOUR ENTRY ON  
DUTY**



# DENTAL & VISION COVERAGE

***www.benefeds.com or 1-877-888-3337***

**ENROLLMENT IS NOT AUTOMATIC!**

You must enroll within 60 days of your Entry on Duty date.

You have the opportunity to enroll or change your enrollment during open season.

(Mid Nov to Mid Dec Annually).

Unmarried children are covered until age 22.



# **Flexible Spending Accounts (FSA)**

**[www.fsafeds.com](http://www.fsafeds.com) or 1-877-372-3337**

The Flexible Spending Account allows you to pay for certain health and dependent care expenses with pre-tax dollars. This is different from coverage under the health insurance program.



**You must sign up within 60 days of your entry on duty (or until October 1, whichever**



# **Long Term Care** **Insurance**

***[www.itcfeds.com](http://www.itcfeds.com)***

Covers long term care costs not covered  
under regular health insurance.

(Nursing Home/Home Health Care)

Eligible Family Members:

Spouses

Adult Children

Parents/Parents-in-Law

**You must elect within 60 DAYS of  
your entry on duty to use abbreviated  
underwriting procedures.**



# FEDERAL EMPLOYEES GROUP LIFE INSURANCE

<http://www.public.navy.mil/donhr>  
**or 1-888-320-2917**

You will automatically be enrolled in Basic Life Insurance effective on the first day you enter in a pay and duty status.

You can decrease coverage at any time, but it is difficult to get coverage or add to it at a later date.

**YOU MUST ELECT TO ENROLL FOR OPTIONAL (A,B,C)  
WITHIN **60** DAYS OF YOUR ENTRY OF DUTY.  
IF YOU DON'T WANT ANY LIFE INSURANCE YOU  
MUST WAIVE COVERAGE.**



# FEGLI – OPTIONAL LIFE INSURANCE

Optional life insurance options A, B or C are available in addition to the Basic Life insurance.

OPTION A - \$10,000

OPTION B – UP TO 5X SALARY

OPTION C – SPOUSE/CHILDREN UP TO \$25,000/12,500

**YOU MUST ELECT TO ENROLL WITHIN  
60 DAYS OF YOUR ENTRY OF DUTY.**



# **RETIREMENT BENEFITS**

**[www.opm.gov/retire](http://www.opm.gov/retire)**

## **Federal Employee Retirement System (FERS):**

This system generally covers everyone hired since January 1, 1984. Federal retirement consists

FERS basic annuity, Thrift Savings Plan, and Social Security. By law .8% (firefighters pay more) of your pay is paid into FERS and 7.65% is paid into Social Security.



**5%**

**\$**

**TS**

**FERS**

**.8%**

**T  
E**

**SSA**

**7.65%**

**\$**

**\$**



# **Thrift Savings Plan**

**[www.tsp.gov](http://www.tsp.gov)**

The Thrift Savings Plan (TSP) is a retirement savings and investment plan for Federal employees. TSP is to provide retirement income. TSP

offers Federal employees the same type of savings and tax benefits that

many private corporations offer their employees under “401(k)” plans.

## **Investment Choices:**

**G FUND - Government Securities (SAFEST)**

**C FUND - Common Stock Index Fund**

**F FUND - Fixed Income Investment Fund**

**S FUND - Small Capitalization Index Investment Fund**

**I FUND - International Stock Index Investment Fund (RISKIEST)**

**L FUND - Lifecycle Fund - Diversified Mutual Fund (Professionally Managed Fund)**

**\*(Military TSP can be transferred into your civilian TSP)**

***ENROLL ON-LINE (EBIS) OR OVER THE PHONE (BENEFITS LINE)***





# Thrift Savings Plan

Agency Automatic (1%) Contribution is not taken out of your pay and does not increase the dollar amount of your pay for income tax or social security purpose. No contribution by employee required.

New Employees automatically receive Agency Matching Funds of (3%). Employees may waive or reduce the amount within 60 days and receive a refund.

Agency Matching Contribution up to (5%) for FERS employees. Contribution required by employee will be matched up to 5% [(1% automatic +4% agency matching if employee contributes more than 5%) 1-3% matched dollar for dollar, 4-5% matched fifty cents on the dollar.

Vesting Period: 3 years

**NOTE: Agency Automatic & Matching contributions begins IMMEDIATELY!!!**



# Beneficiaries

**It is not required that you designate a beneficiary for your benefits. It**

**is your decision whether to complete beneficiary forms or not.**

## **Order of Precedence**

- 1. To your designated beneficiary (ies);**
- 2. If there is no designated beneficiary, to your widow or widower;**
- 3. If none, to your child or children in equal share, with the share of any deceased child distributed among that child's descendants;**
- 4. If none, to your parents in equal share or the entire amount to  
your surviving parent**
- 5. If none, to the executor or administrator of your estate;**
- 6. If none, to your next of kin under the laws of the State where you lived at the time of your death.**



# Who do I call if I have questions?

**Call The Benefits Line at  
1-888-320-2917.**

**Press 4 to speak to a  
Customer Service Representative.**

Monday through Friday  
7:30 a.m. and 7:30 p.m (Eastern Time)  
Except Federal Holidays



# *Questions?*





# Oath of Office

**I will support and defend the  
Constitution of the United  
States against all enemies,  
foreign and domestic; that I  
will bear true faith and  
allegiance to the same; that I  
take this obligation freely,  
without any mental reservation  
or purpose of evasion; and that  
I will well and faithfully  
discharge the duties of the  
office on which I am about to**



Congratulations  
and Welcome  
to the Civilian  
Marines!





# CHECKING IN

Items that **MUST** be turned in today:

- Fingerprint cards to Security
- SF-85 to HRO
- SF-86 to Security Office
- State tax form to Payroll
- Federal tax forms to Payroll
- Direct Deposit form to Payroll

